

*Code: 1472*

*Title: EDP PROJECT SUPERVISOR*

**SUMMARY:** Performs complex systems analysis of EDP (Electronic Data Processing) systems and supervises professional programmers/analysts and paraprofessional staff.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes, schedules, and evaluates EDP projects;  
Supervises, trains, and evaluates the performance of analysts and programming staff;  
Schedules and assigns work, and reviews/evaluates completed projects;  
Reviews user requirements, current processes and procedures and required output and develops recommendations to ensure effective and uninterrupted EDP;  
Defines systems flow of input and output data;  
Defines electronic data processing job;  
Analyzes operating program requirements and defines programming modules to be coded;  
Defines modular and full program test data;  
Assigns names to programs and determines storage requirements;  
Supervises testing of programs after coding;  
Supervises or participates technical review of programs or program modifications;  
Checks for proper program documentation;  
Responds to questions of programmers/analysts and assists in logic problems;  
Ensures project requests comply with applicable county and department system development and change management policies;  
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and techniques of applications programming and systems analysis, design and associated modules and subroutines;
- principles and techniques of block diagramming and flow charting;
- machine language(s) applicable to area of assignment;
- operating principles, capabilities and limitations of EDP systems;
- mathematics and statistical methods applicable to the use of EDP systems;
- principles and techniques for the adaptation of office procedures to information processing systems;
- effective training, supervision and communication techniques.

Skill in:

- identifying, analyzing and resolving program problems applicable to EDP systems;
- planning, utilizing and controlling EDP systems to include development and preparation of block diagrams, decision tables and flow-charts;
- using appropriate machine language(s) to develop or revise programs and to troubleshoot program effectiveness;
- training staff in programming and system analysis techniques;
- communicating effectively.

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree from an accredited college or university with a major in Computer Science, Management Information Systems or a closely related field as defined by the Appointing Authority and three years of application programming and systems analysis experience.

Additional relevant experience and/or education from an accredited college or university may be substituted.

**OTHER REQUIREMENTS:**

Licenses and Certificates: Some positions may require specialized certification or licensure relative to assignment at the time of appointment or prior to completion of an initial or promotional probation period. Failure to maintain the required certification/licensure may be grounds for termination.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph examination and/or pre-/post-appointment drug-testing by law enforcement agencies due to the need for access to law enforcement, corrections or Courts facilities, property and associated confidential and sensitive information, documents, communications and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.